

INVOICE APPROVALS/ REJECTIONS QUICKGUIDE

How to approve/reject an invoice

You will receive an email to notify you to log into the finance system to review and action the invoice.

You can also access the online system for approvals when you are off the RCSI Campus, <https://connect.rcsi.ie>.

Please ensure you check:

1. Account/Product code
2. Subacc/Grant code
3. Activity code
4. VAT code
5. Cost per item

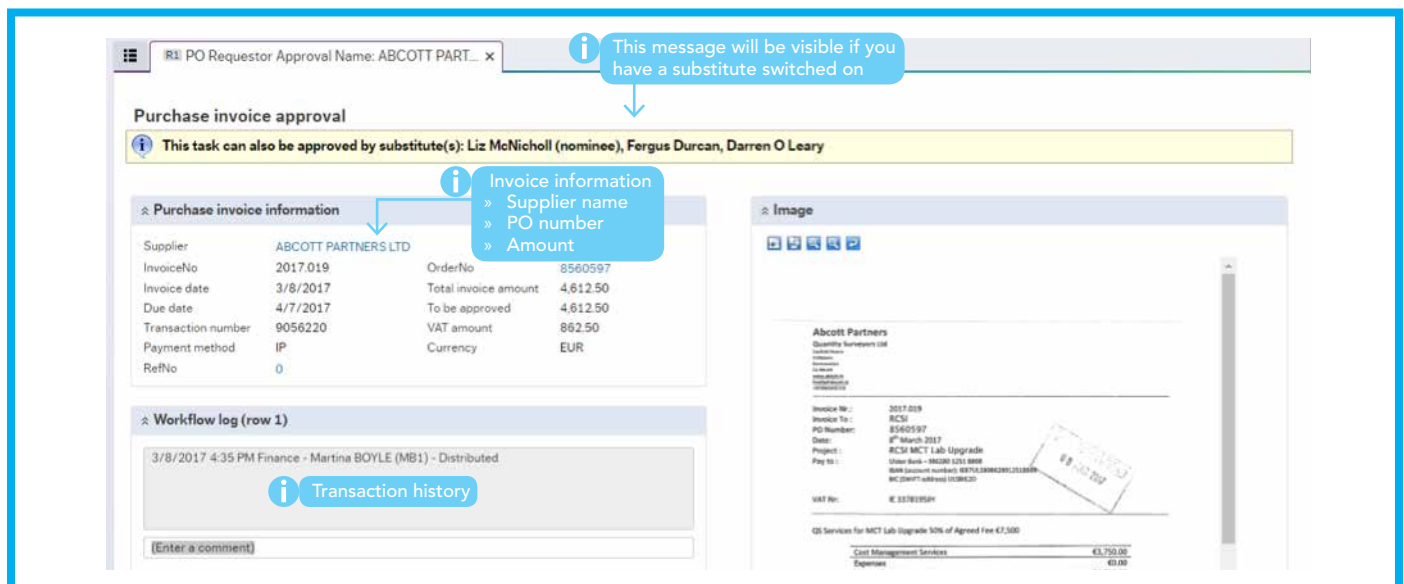
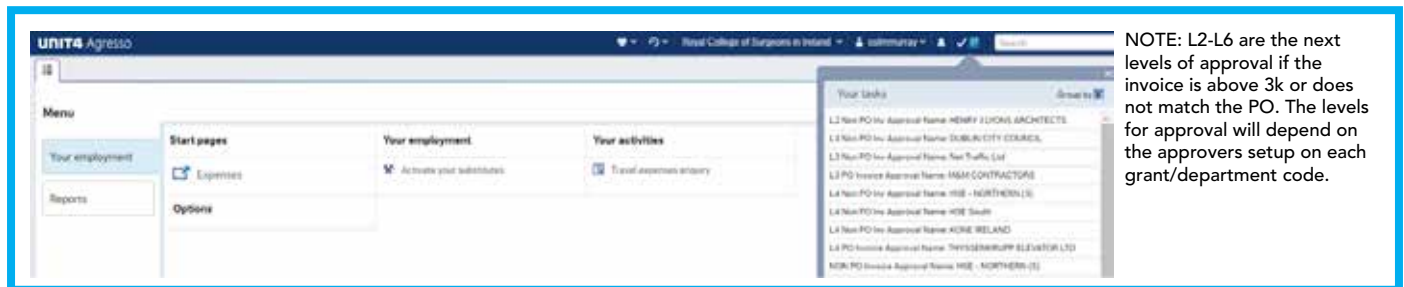
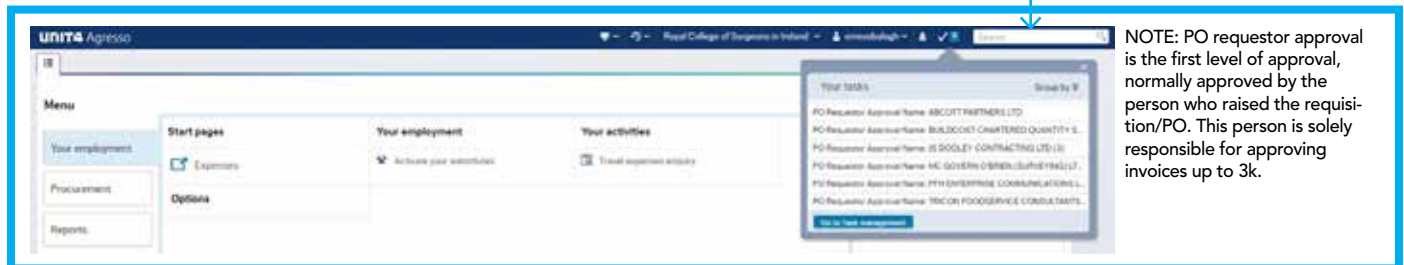
Please ensure that the invoice is in line with below RCSI College Policies:

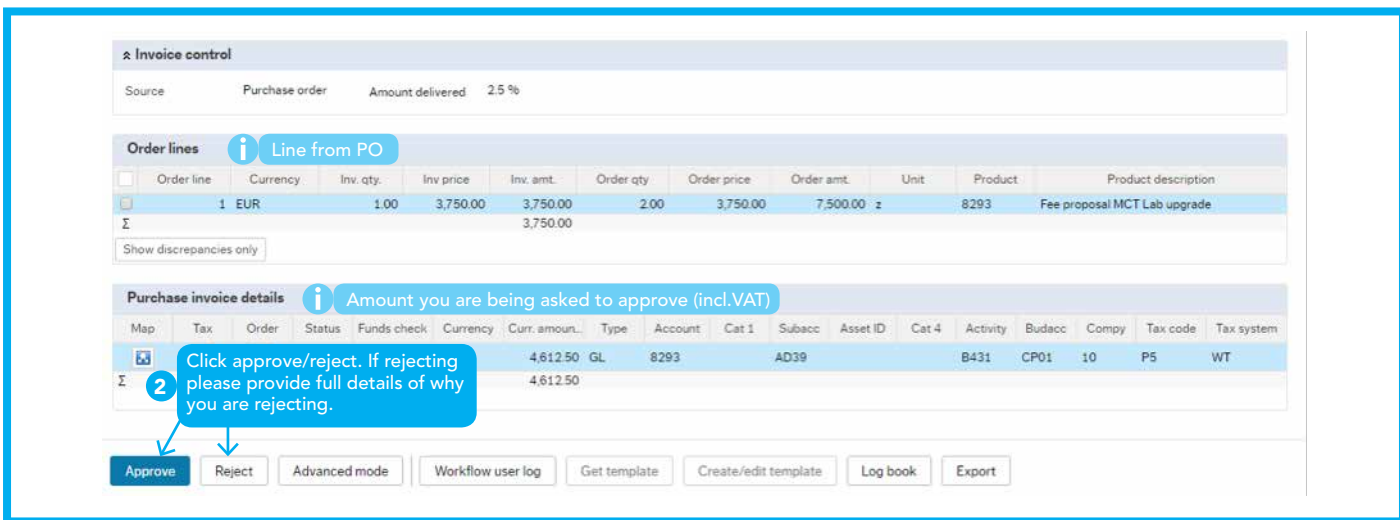
- » Recommended Supplier
- » Cost Saving Guidelines
- » Procurement Policy Pilot for Non Pay Costs

You can find these policies on the RCSI Staff Portal, under Finance section, Purchasing & Payment Guidelines.

Follow the step by step guide below:

1 Click the tick button to the right of the search bar. This will show you your tasks waiting for you to action. Click the task you would like to approve/reject – this will open up a copy of the invoice and the transaction





DID YOU KNOW...

You can attach documents?

Documents can be added to the requisition by clicking on the documents tab. Click add existing document to locate your document from the relevant folder using the browse option.

You can nominate a substitute to approve on your behalf whilst you are on leave?

Click on Your Employment and the Activate your substitutes -

1. Select dates you require the substitute for, from and to.
2. Change absence status to I am currently out of the office.
3. Click on the add button.
4. Under "type" key General.
5. Under "substitute" key substitute's name
6. Finally add the dates from and to.
7. Click save.

NOTE: You must turn your status to "I am currently in the office" when you return from leave to stop your substitute receiving approval emails on your behalf.

Please contact po@rcsi.ie if you require assistance.

NOTE: Substitutes will also be able to approve invoices and expenses online. They (and you) will receive a notification by email asking them to approve on your behalf.

